

ENVIRONMENTAL COMPLIANCE SUPERVISOR

PURPOSE AND NATURE OF WORK

Class encompasses two positions, responsible for administrative affairs of the Environmental Compliance Division of the Department of Utilities. Positions have supervisory and policy making responsibility for pretreatment of industrial discharge into the municipal sanitary sewer system, reclamation of residuals from municipal water and wastewater treatment processes and water/wastewater laboratory. Incumbents report to the Environmental Compliance Manager, and have supervisory responsibilities for a staff of Regulatory Compliance Officers, Specialists, and Laboratory Technicians. (Depending on area of assignment)

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

- Monitors legislative reports to ensure a current knowledge of regulations and compliance requirements in the area of assignment.

- Reviews reports to regulatory agencies such as the Environmental Protection Agency and Department of Environmental Quality, such as Discharge Monitoring Reports, annual reports for pretreatment and sludge disposal prior to submittal. Attends legislative committee hearings, provides testimony and presentations regarding impact of proposed regulation. Develops response to Administrative Orders issued by regulatory agencies, meets with attorneys, compiles records and informs staff of changes in work methods required.

- Analyzes and evaluates problems in industrial waste disposal, residual processing, analytical methods; project costs and efficiency of alternative methods.

- Informs operations and regulatory compliance staff of process performance criteria and provides training as necessary.

- Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of local, state and federal regulations pertaining to hazardous materials in the workplace and notification of workers.

- Knowledge of local, state and federal regulations pertaining to municipal wastewater treatment, pretreatment and residuals disposal.

- Knowledge of chemical and bacteriological laboratory methods and analyses.

- Ability to use personal and mainframe computer databases and utility billing applications.

- Ability to form and maintain effective working relationships with industry management, regulatory agency officials and others.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in Biology, Chemistry or related field and significant working experience in environmental regulatory compliance as well as industrial wastewater analyses, municipal wastewater treatment residuals analyses, hazardous materials procedures, or an equivalent combination of education and experience.